

## **City of Woodland Park Business Relief Fund**

**Program Information:** The City of Woodland Park Business Relief Fund (WPBRF hereafter) will aid businesses and non-profits located in the City with any of the following types of assistance incurred during the specified COVID-19 pandemic time period: rent or mortgage assistance, utility payments, employee payroll, accounts payable and other bills, payment of fixed debts, and adapt and/or repurpose their business to serve the community. Upon application review and approval, businesses and non-profits may receive up to \$15,000 in grant funds.

### **Objectives and Eligibility:**

The program will initially allocate up to \$300,000 from the current CARES Act-CVRF funds for small businesses and \$100,000 for non-profits provided to the City by DOLA. (Another program for resident-individuals totaling \$100,000 may also be set aside under a different application.) This program does not guarantee the City's financial assistance.

The objectives of the WPBRF:

- Encourage and support diverse and high-quality retail and service establishments, with an emphasis on local businesses that contribute to Woodland Park's sales and property tax base.
- Retain and support city businesses that have been negatively affected by the disruption of services during the COVID-19 crises, to include:
  - Assist businesses in maintaining or increasing their current workforce.
  - Assist in reopening businesses.
  - Prevention of additional business closures.
  - Reduction of unemployment claims in Teller County.
  - Funding necessary to make reasonable and temporary accommodations to comply with a Public Health Order.
  - Provide assistance for scheduled essential (necessary to keep the business open) building modifications that became impossible to pay for due to the revenue loss because of COVID-19

Businesses in the City may continue to experience a decline in business activity and revenue, and access to financial resources may help many locally owned businesses keep their doors open. Local retail, service based, restaurants, and tourism-related businesses have been significantly impacted by COVID-19 and may be a focus area of this fund. By supporting local businesses and non-profits, we can maintain a vibrant, healthy local economy and community now and in the future. This pandemic reinforces our need for a long-term economic development strategy that can weather events outside of our control.

The WPBRF will provide grant assistance to these adversely affected businesses. The timeframe for expenses and economic impact under the grant is March 1, 2020 to December 30, 2020.

This program is for small businesses and non-profits located in the City of Woodland Park.

### **Eligible Businesses:**

Pursuant to the document entitled "Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments", one of the eligible uses for CARES Act funds are as follows:

*Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:*

- *Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.*

The Program is open to small businesses and non-profits within the City's boundaries, including locally-owned franchises, that can document negative financial impacts resulting from COVID-19 such as increased costs, reduced revenues, reduced operating hours, employee layoffs/furloughs/pay cuts, etc. Grants are available, based on available funds.

Priority funding will be applied to businesses who have been required to close due to Health orders or who can demonstrate a significant reduction in business volume due to COVID-19. Businesses that can or do function remotely will be considered as last priority. Non-franchise businesses have priority over franchise businesses. Businesses must be in good financial standing with the City and Colorado Secretary of State, including being up to date on business license fees, applicable sales tax remittances, and utility payments (paid through February 2020 with no previous outstanding balance).

Eligible small businesses and non-profits located in the City of Woodland Park may be awarded a grant up to a maximum of \$15,000.00. They must meet all the following criteria:

- Small business, as defined by the Small Business Administration, physically located and operating within the City of Woodland Park Boundaries and have a current City of Woodland Park Business License prior to March 18, 2020.
- Non-profit organizations that provide services to City of Woodland Park residents or businesses
- Have experienced a decline in revenue this year as a result of the COVID-19 pandemic compared to an equal timeframe in the previous year
- Be registered with the Colorado Secretary of State's Office prior to March 18, 2020.
- Be engaged in activities that are legal under Colorado and federal law
- Meet program technical requirements, including ability to provide financial records
- Be in good standing with local, state, and federal taxing and licensing authorities

Grant funding will be prioritized and apportioned relative to the total demand by the CVRF Manager currently employed by the City Finance Department. Any applications received that the CVRF Manager cannot qualify or disqualify will be arbitrated by a second review by the City Manager and the Mayor. If that second review is inconclusive, the application will be reviewed by City Council as a whole for final determination of CVRF qualification.

**Program Priorities:** The City of Woodland Park business relief program will prioritize applications based on considerations of the following factors:

- Woodland Park Business Industry Priorities: Retail industry, Restaurant/food industry, Tourism industry
- Percentage of revenue decline
- Number of employees
- Proposed use of financial assistance. Preference may be given if assistance will be used to purchase supplies or services from other Woodland Park businesses.
- Efforts to remain open, retain employees on payroll, return to normal function, revenue, and profitability
- Businesses who are seeking to adapt and/or repurpose their business to serve the community during this period

**How Does an Impacted Resident Apply:** Applicants will complete the application below and submit the application and any required financial documents to the City of Woodland Park CVRF Manager for further review and consideration.

- Send Completed Applications to CVRF Manager
  - Phone: (719) 687-3291
  - Email: [cvmfapp@city-woodlandpark.org](mailto:cvmfapp@city-woodlandpark.org)

**Eligible Uses for the Grant:** Grants offered under the program may be used for the following:

- Payroll to remain open and retain paid staff that PPP program did not cover.
- Pre-existing fixed costs (rent, mortgage, insurance, loan interest)
- COVID-19 caused operating costs - increased utilities.
- COVID-19 related costs to adapt and/or repurpose business to serve the community

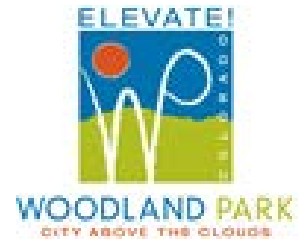
Given the daily changes in how the virus is impacting communities, the WPBRF's response and eligibility criteria may evolve accordingly.

**Ineligible Uses for the Grant:** Grants offered under the program may not be used for the following:

- Preplanned (discretionary) facility improvements or previously budgeted expenses
- Payment of debts other than those associated with the fixed costs
- Payment for any item, service, or cost for which the business has received any other type of grant or public assistance.
- Payment of property tax, sales tax, other tax obligations, and permits

**Reporting:** A detailed line item budget of requested grant expenses and required financial reports must be submitted by the business applicant and approved by the City prior to release grant funds. Grant recipients must fully expend grant funds by December 30, 2020.

If a grant is provided the receiving business will be required to sign an agreement that the funds will be spent in accordance with the grant requirements. Receipts will be required to provide verification of how the grant funds were expended to match the previously approved budget.



**City of Woodland Park Business Relief Fund (WPBRF) Application**

To be eligible for grant assistance, COVID-19 affected small business applicants must demonstrate a need for assistance. The period for accepting applications will begin on August 11, 2020. The review period will begin on September 14, 2020. Qualifying applicants must provide documentation regarding the following components:

**Business Information**

Is your small business or organization located within the City of Woodland Park? \_\_\_\_\_

Business License Number (existing prior to March 18, 2020): \_\_\_\_\_

Business Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Legal Name: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_

Business EIN: \_\_\_\_\_

Year Business Opened: \_\_\_\_\_

Number of employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

NAICS (<https://www.naics.com/search/>): \_\_\_\_\_

Business Industry Type <https://www.naics.com/search/>: \_\_\_\_\_

Business Structure:

- Sole Proprietor     Partnership     C-Corporation     S-Corporation
- Limited Liability     Independent contractor
- 501 (c) (3) nonprofit     501 (c)(19) veterans org.
- Tribal business (sec. 31(b)(2)(C) of Small Business Act)
- Other: \_\_\_\_\_

**Business Owner Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Owner's **Residence** Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

**Economic Impacts of COVID-19**

What impacts has COVID-19 had on your business? (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Business Closure             | <input type="checkbox"/> Employee Layoffs |
| <input type="checkbox"/> Reduced operations           | <input type="checkbox"/> Customer decline |
| <input type="checkbox"/> Inability to Serve Customers | <input type="checkbox"/> Revenue Decline  |
| <input type="checkbox"/> Increased operations cost    | <input type="checkbox"/> Other            |

Please provide a brief explanation of the adverse economic impacts COVID-19 has had on your business. Please note ways you have demonstrated adaptability by reconfiguring your business model during the COVID-19 economic disruption. Please attach additional pages if necessary.

**Grant Assistance Request**

Eligible small businesses may receive up to \$15,000 in grant assistance. How much grant assistance are you requesting? \_\_\_\_\_. **If your needed assistance exceeds this application maximum, please submit supplemental application(s) which may be considered subsequent to a preceding round of distributions.**

*(Eligible grant expenses may cover fixed debts, payroll, accounts payable and other business-related expenses. Grant funds are not intended to replace lost sales or profits, or for new expansion. Grant funds cannot be used to pay down long-term debt.)* Please tell us about your business (and what it does) and telling us what you would use your funding for and how that would help you, your business, and the community. Please attach additional pages if necessary. Please provide documentation showing the amounts of the items you are requesting.

**Line Item Budget Request**

**Amount**

*Fixed Debts (rent, mortgage, insurance):*

*Payroll:*

*Accounts Payable:*

*Business Modifications or Safety Measures:*

*Other (please specify):*

**Total Grant Assistance Request (Total cannot exceed \$15,000) :**

**What type(s) of additional business support needs do you have?**

**Please list any local or federal additional COVID-19 business relief resources that you have applied for or received and how the funding was used. Additional pages may be attached if necessary.**

<b>Funding source:</b>	<b>Status: (Applied for, Denied, Received, or n/a)</b>	<b>Amount: What expenses did the funds cover?</b>
Paycheck Protection Program?		
Economic Injury Disaster Loan?		
SBA Express Bridge Loans?		
SBA Debt Relief?		
Non-profit organization's assistance		
<a href="https://energizecolorado.com/gap-fund/">https://energizecolorado.com/gap-fund/</a>		
<b>Total local or federal funding resources:</b>		

Were you a designated as a "Critical (Essential) business" on March 26, 2020?  YES or  NO

Refer to: [https://drive.google.com/file/d/1GjiohHn3BP10UxifTQLfgfdw0Twrut/\\_/view](https://drive.google.com/file/d/1GjiohHn3BP10UxifTQLfgfdw0Twrut/_/view) to answer.

**Application Certification**

<b>I hereby certify by reading and initial each statement listed below that:</b>	<b>Please Initial</b>
Applicant's business activities are legal under Colorado and federal law.	
Applicant will provide documented receipts and other supporting documentation reflecting expenditure of grant funds prior to receipt of grant funds.	
Application submission will not be considered until a complete application, and requested attachments, have been submitted.	
Business and business owner do not have any outstanding judgments, tax liens, or pending lawsuits against them.	

FYE 2019 Balance Sheet provided:	
YTD 2020 Balance Sheet provided:	
FY 2019 P/L for April-June 2019 provided:	
FY 2020 P/L for April-June 2020 provided:	
Colorado Secretary of State Certificate of Good Standing prior to March 18, 2020 provided:	

By signing this application, I certify that all information in this application, and submitted with the application, is true and correct to the best of my knowledge, and that I will submit truthful information in the future.

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit applications via email to:**

City of Woodland Park

CVRF Management

[cvmfapp@city-woodlandpark.org](mailto:cvmfapp@city-woodlandpark.org)